

Coronavirus Relief Fund Grants for Community Assistance and Hawai'i Island Recovery  
Initiatives for March 1, 2020 to December 30, 2020

**Individual Grant to Prevent Housing Displacement**

OVERVIEW

To provide unduplicated emergency monetary rent, lease, or mortgage assistance for primary place of residence for households directly impacted by the Coronavirus (COVID-19).

OBJECTIVES

Payments of up to \$ 2,000.00 /month of rent, lease, or mortgage made directly to the landlord or mortgage lender for eligible primary residences in the County of Hawai'i. Provide or refer to financial counseling.

ELIGIBILITY REQUIREMENTS

- Applicants must demonstrate they are suffering economic hardship and the inability to pay for such needs due to the impact of COVID-19.
- Demonstrate a loss of income or reduction in work hours directly resulting from the COVID-19 pandemic.
- Applicants must be Hawai'i Island residents and at least 18 years of age or older.
- Approved benefit must be for applicant's primary residence.
- No asset limits.
- Household gross annual income must not exceed 140% of AMI or below as published by the State of Hawaii, Department of Business, Economic Development & Tourism, Hawaii Housing Finance & Development Corporation for 2020 (Exhibit D)
- Households whose mortgage or rent is adjusted based on current household income is not eligible. Examples include but are not limited to participants of federal, state or county rental assistance programs, subsidized mortgage programs and self-help housing programs.
- Households who previously received assistance through other COVID-19 federal or state funded programs for the requested period are not eligible. Applicants will need to provide information of financial resources received for the same purpose and grant administrator must verify source of funding to not be connected to COVID-19 funded.
- Provided that applicant meets all eligibility requirements, payment may be approved for:
  - Documented rent, mortgage or lease payment that is arrears for the months March – December 2020;
  - For households who entered into a forbearance or payment agreement with their mortgage lender or landlord or property manager for payments that were due between March and December 2020 (no fees or interest associated with this agreement will be allowed);
  - For initial applicants and those who were determined eligible and not in arrears, payments for the month of September through December 2020, provided the Contractor confirms that the applicant is and/or continues to meet the program eligibility requirements as documented in applicant's file. The payment cannot be pre-

paid and must be paid in the month of which the applicant is eligible for. *For example: payment in September for the payment due in September. Payment in October for the payment due in October.*

REQUIRED DOCUMENTATION (must be made available for any current or future audits by the County, State or Federal government).

- Government Issued Identification (to confirm age and residency)
- Income verification documents for all household members. Self-certification will be acceptable for households with non-traditional income.
- Mortgage Statement or Rental Contract
- Proof of hardship (May include but not limited to pay stubs documenting pre COVID-19 income, unemployment approval letter, layoff letter and/or mortgage or rent past due notice).

#### PROVIDER RESPONSIBILITY

- Create an on-line application to collect application information and required documentation. Ensure that applicant provides authorization to share information with applicable non-profit partners and the County of Hawai'i.
- Work directly with Neighborhood Place of Puna for training and access to the STREAK database that will be used to verify and confirm non-duplication of financial resources.
- Ensure that all application information is entered into the STREAK database on a daily basis, which includes applicant information, status of application and award information.
- Reporting. By 12pm on each Tuesday, provide weekly and cumulative data information to the County of Hawai'i by email to [cohcares@hawaiicounty.gov](mailto:cohcares@hawaiicounty.gov):
  - Number of new applications received
  - For all application received:
    - Zip Code location of primary residence
    - Employment Status (recent return to work, unemployed, self-employed)
    - Applicant Ethnicity Information (Hispanic | Non-Hispanic)
    - Applicant Race (mark all that apply)
      - American Indian
      - Alaskan Native
      - Asian
      - Asian and White
      - Black or African American
      - Native Hawaiian
      - Pacific Islander
      - White
      - Other
  - Number of applications "pending approval"
  - Number of applications disapproved reason for disapproval
  - For application approved:
    - Zip Code location of primary residence
    - Average household income
    - Total number of households approved
    - Total number of individuals in approved households?
      - Total number of individuals 18 years of age and older
      - Total number of individuals 62 years of age and older
      - Total number of individuals 17 years of age or younger

- Total number of individuals 5 years of age and younger
  - Average payment amount
  - Number of renters
  - Number of homeowners
  - Head of Household Status (Male, Female, Did not Share)
  - Number of households referred to financial counseling
  - Number of households that received to financial counseling
- As directed by the State of Hawai'i, Department of Taxation, the payer will be required to issue Form 1099-MISC to all landlords. For more information: <https://www.irs.gov/charities-non-profits/information-returns-forms-1099>